



Issuance Date: November 30, 2007
Closing Date: **December 28, 2007**
Closing Time: **12:00 PM, EST**

**SUBJECT: RESPONSE TO QUESTIONS AND AMENDMENT NO. 1 FOR
RFTOP UNDER IQC NO. GHS-I-00-07-00002-00, TASC3-Global Health
TASK ORDER FOR SERVICES: "NPI Technical Assistance"**

Dear TASC3-Global Health Contractors:

Please note that the deadline for submission of proposals has been extended to **December 28, 2007 at 12:00 PM EST**. Amendment Number 1 to the referenced RFTOP is included with this response to questions.

The following questions and answers are provided for informational purposes only and have no legal effect. Please see the referenced RFTOP for details about the required content to be included in any offer and the evaluation criteria, as well as all other official information about this solicitation. If there are conflicts between the answers to any of the following questions and the RFTOP itself, the RFTOP shall govern.

Q1. Is AED excluded from this Round 2 competition given their role in Round 1 awards?

A: No. All holders of the TASC3 IQC are eligible to submit proposals in response to this RFTOP.

Q2. In accordance with TASC3-Global Health IQC's RFTOP GHS-I-00-07-00002-00 FINAL's Section V, Proposal Submission Instructions, the total period of performance for this effort is for four (4) years. However, page 5 of the solicitation mentions that Round 2 awards will be for 3 year programs. Please clarify if the period of performance is for four (4) years or three (3) years.

A: The period of performance is anticipated to be four (4) years from January 2008 through December 2011. (see RFTOP page 4)

Q3. What is the estimated period of performance for the base activities; and the estimated period of performance for the option activities?

A: For each the base and option activities, the period of performance is anticipated to be four (4) years from January 2008 through December 2011. (see RFTOP page 4)

Q4. What is the expected award date for the option period?

A: The award date for the option period is expected to be the same as the base period.

Q5. What is the estimated value of this bid?

A: Based on the information provided in the RFTOP, offerors are expected to use their expertise to estimate the price for the total value of services to be provided under any Task Order award.

Q6. If an estimated value cannot be provided, then we request assumptions upon which to base costs for staff LOE, consultant LOE, and for assistance TBD.

A: Based on the information provided in the RFTOP, offerors are expected to use their expertise to also estimate the LOE for services to be provided under any Task Order award.

Q7. Will the winner of this contract be subject to any exclusions downstream with respect to bidding on future PEPFAR-funded contracts and grants?

A: No. The award of this task order will not preclude the winning Contractor from bidding on future PEPFAR activities.

Q8. Can USAID please encourage the participation of small businesses and small disadvantaged businesses? We would appreciate USAID stating preference/points to be given to SBs and SDBs.

A: All TASC3 IQC holders are encouraged to participate. USAID shall make an award in accordance with the Fair Consideration provisions of the IQC.

Q9. How much was spent on technical assistance for Round 1 awardees in the New Partner Initiative program?

A: This information is not currently available.

Q10. The cover letter to the RFTOP indicates that proposals "shall be submitted by email and surface mail". On page 16 under Technical Proposal Format, the RFTOP indicates that the contractor should submit "an electronic copy by email or CD. Please also submit on CD an electronic copy of the technical proposal in MS Word or Adobe PDF format and the cost proposal in MS Excel". We understand that proposals should be submitted both in hard copy and electronically. Could USAID please provide clarification on whether the electronic submission should be by email, CD, or by both email and CD?

A: All offers shall be submitted by e-mail and surface mail. A CD version of the offer should also be included with each offeror's surface mail submission.

Q11. Could USAID please provide the pre-award survey tool, and indicate whether the pre-award survey has been completed for the Round 2 grantees?

A: Although USAID has completed the Round 2 NPI pre-award surveys, each pre-award survey contains proprietary information pertaining to each NPI Round 2 recipient. USAID is therefore unauthorized to release pre-award survey documents.

Q12. Could USAID please provide the numerical point system for the evaluation criteria and ratings for this RFTOP?

A: Proposals will be evaluated based on the adjectival descriptors and ranking hierarchy described on page 22 of the RFTOP.

Q13. Could USAID please provide an estimated budget for this task order?

A: See Q5.

Q14. For budgetary purposes, out of the 14 new partners announced by PEPFAR/NPI on World AIDS Day 2007, could USAID please indicate which 7 partners the contractor will work with under the base period of this Task Order?

A: Because awards have not yet been issued, this information is not currently available.

Q15. Under Budget Submission on page 18, the RFTOP states that the budgets should " be broken into two budgets: one for the base TA activities for USAID award recipients; and 2) a second for option activities targeting HHS awardees." For the second option budget, does USAID wish to see the original costs from the base period in addition to the optional costs to show a grand total of costs projected for base plus optional; or should the option budget only include additional costs to be incurred by the optional activities?

A: Budget submissions for the option period should only include costs associated with the optional activities.

Q16. Under Sections V – Proposal Submission Instructions, *Monitoring and Evaluation (M&E) Plan*, p. 17, the M&E Plan description discusses providing TA to support client record keeping that is linked to new partners' service delivery. It refers the reader to the Performance Monitoring Plan described in Section IV – Performance Monitoring, Contract Oversight, p. 15. However, the PMP described in Section IV discusses conducting M&E of the contractor's work, not grantees. Is there any additional information regarding either the M&E Plan section on p.17 or the PMP referenced on p. 15?

A: To clarify, page 17 of the RFTOP references TA that will be provided by the contractor towards the development and execution of a monitoring and evaluation plan by the Round 2 NPI awardees for compliance with PEPFAR and in-country requirements. Page 15 references the monitoring and evaluation plan that will be implemented by the contractor to monitor and evaluate their implementation of technical assistance.

Q17. Regarding Section VI - Evaluation Criteria, Part 3 – Past Performance, aside from submitting a Past Performance narrative that demonstrates a track record of quality, timeliness, etc., we assume there is no need to include a list of past performance reports and/or a list of contacts (references). Please confirm.

A: To clarify, offerors should present information sufficient to demonstrate experience in providing services similar or relevant to what are called for in the RFTOP. Narratives for this section should indicate when and where services were performed, as well as the donor for whom they were provided. How this information is presented is up to the offeror.

Q18. Can USAID please specify which of the 14 round 2 grantees listed on the PEPFAR website are the seven that will receive technical assistance under the “base” activities, and which are the seven that will receive assistance under the “option” activities?

A: See Q14.

Q19. If round 2 grants begin in January 2008 for a period of three years, what will be the contractor’s responsibilities for the last year of the task order when the grants will have terminated (i.e. the period between January and December 2011)?

A: Because of staggered start dates, possibilities for no-additional cost extensions and varying degrees of support in preparing final programmatic and financial reports for each NPI awardee, the Contractor is expected to provide TA through the end of the four (4) year period of performance. The activities described in this paragraph are purely illustrative; therefore all TA to be provided shall be proposed based on each offeror’s expertise.

Q20. Which organizations are USAID award recipients and which organizations are HHS award recipients?

A: See Q14.

Q21. Of the total awards in Round 2 (\$35-45M), how much is awarded from USAID and from HHS?

A: See Q14.

Q22. The cost proposal section of the RFTOP indicates that equipment and supplies related to this activity should be under Other Direct Costs. Can we list these as separate categories?

A: Yes, equipment and supplies may be listed as joint or individual line item(s); however it must be listed within an overarching category of “Other Direct Costs.”

Q23. For email submission, please clarify the attachment size limit per email.

A: Offeror submissions via e-mail should not exceed 10MB in total file/data size.

Q24. On Page 22 of the RFTOP, there is a reference to past performance references. How many past performance references should the offeror submit?

A: See Q17.

Q25. As the grant pool of \$200 million is for all three of the rounds associated with the New Partners Initiative, can USAID indicate how much grant funding will be managed under this particular task order?

A: As stated on page 19 of the RFTOP, no grants will be authorized under the TO award for this activity. The purpose of this RFTOP is solely to provide TA to Round 2 NPI awardees.

Q26. Can USAID provide an estimate of either the LOE or the budget associated with managing this task order? Is the \$200 million in grant funding inclusive or exclusive of management monies?

A: See Q5 and Q6. To clarify, the \$200 million in funding is for the entire NPI program, inclusive of all TA for NPI awardees.

Q27. As the first tranche of NPI funding is currently being disbursed and managed, can USAID indicate if there are any lessons learned or issues that bidders should be aware of?

A: USAID took lessons learned into account in the development of the RFTOP as issued.

Q28. The RFTOP states that cover pages, dividers, and attachments are not included in the 20-page limit. Please confirm that charts, such as the required “Staffing Pattern,” also will not count against the page limit.

The RFTOP states that the Offeror should propose a simple Performance Monitoring Plan. Please confirm that the table of indicators for the PMP may be submitted as an attachment, and will not count toward the 20-page limit.

A: Attachments such as a Staffing Pattern chart and/or Table of Indicators should be included as an Annex to the Technical Proposal and as such will not count against the 20-page limit. Please remember to reference each Annex as appropriate within the narrative of the Technical Proposal.

Q29. Could USAID provide budgetary guidance for this RFTOP, in term of the overall estimated award amount and parameters for travel to different countries?

A: See Q5. The illustrative countries where TA is anticipated for Round 2 NPI awardees is included on page 4 of the RFTOP.

Q30. In the light of the de-centralization of the PEPFAR country planning (via COPs, etc), does USAID anticipate that the Project Director and management staff for this project would be based in Washington or would it consider a location in Africa?

A: How staffing patterns are designed in response to this RFTOP is left to the expertise of each offeror.

Q31. If the contractor implements TA for HHS will USAID have one designated CTO to oversee these awards or will each agency have a separate CTO to report to?

A: Only one USAID CTO will be designated to the Contractor selected under this RFTOP.

Q32. How does USAID envision the NPI to be included in the PEPFAR country operational plan (COP) process?

A: NPI Partners are included in the COP process by providing activity narratives for activities implemented during the time frame captured by the COP. The TA provider may be required to assist the NPI grantees with the activity narrative write-ups.

Q33. Is it assumed that the period of performance for the additional option HHS would be from FY 2008-FY2011?

A: That is incorrect. The period of performance is not by fiscal year. See Q3.

Q34. The RFTOP states that “between \$35-\$45 million” will be awarded for Round 2. Does USAID have a budgetary estimate for contractors submitting Round 2 proposals?

A: See Q5.

Q35. On page 5 of the RFTOP it states "Since the organizational structure of each partner varies, the Cognizant Technical Officer (CTO) or Activity Manager for this TO will make a

final decision regarding the appropriate level of TA based on the unique needs of the partner, in consultation with the relevant U.S. Government and partner stakeholders." Will the offeror be coordinating the TA directly with the agency HQ CTO or the in-country PEPFAR USG CTO? What role will the in-country PEPFAR team play?

A: The offeror will be coordinating TA with the agency HQ CTO and the in-country PEPFAR team.

Q36. Will the PEPFAR HQ core teams be involved in the approval of the technical assistance and the workplans?

A: The CTOs work closely with their USG PEPFAR colleagues regarding the technical assistance and approval of workplans.

Q37. Can USAID provide the breakdown of how many indigenous sub-partners there are with the current round of NPI grantees and their related countries?

A: This information is not currently available, but will be determined once work plans for each NPI Round 2 partner is finalized.

Q38. Can USAIDS provide guidance of how many of these indigenous sub-partners would require technical assistance?

A: See page 5 of the RFTOP. To reiterate, the winning RFTOP Contractor will provide services based on the needs of each NPI Round 2 awardee, which may or may not include sub-partners.

TASC3-Global Health
IQC NO. GHS-I-00-07-00002-00

REQUEST FOR TASK ORDER PROPOSAL: “NPI Technical Assistance”

AMENDMENT NO. 1

1. On the Cover Page (page 1 of 2)

Delete the Closing Date and Times indicated on this page and instead insert the following:

“Closing Date: December 28, 2007
Closing Time: 12:00 PM, EST

“Proposals are due no later than December 28, 2007 at 12:00 PM EST and shall be submitted by e-mail and surface mail to the following addressee:”

The other text on this page remains unchanged.